



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH PROFESSIONS LICENSURE
239 CAUSEWAY STREET, SUITE 200 • BOSTON, MA 02114
PHONE: 800-414-0168 • 617-973-0800
WEBSITE: www.mass.gov/dph/boards

BOARD OF REGISTRATION OF GENETIC COUNSELORS
APPLICATION FOR PROVISIONAL LICENSURE
INSTRUCTIONS AND CHECKLIST

CAREFULLY READ THE FOLLOWING INSTRUCTIONS FOR COMPLETING THE LICENSE APPLICATION. COMPLETE APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS:

- ☐ **PLEASE NOTE:** In order to apply for a provisional license, you must have identified a fully licensed Genetic Counselor or licensed physician as supervisor.
- ☐ Completed application form with
 - ☐ CORI Form
 - ☐ original passport photo (2x2) and
 - ☐ notary signature
- ☐ Check or money order payable to the Commonwealth of Massachusetts for **\$300.00** Cash or foreign currency is not accepted and the fee is **nonrefundable**.
 - **NOTE:** When you apply for a full license, you will be required to pay an additional application and license fee of \$300.00
- ☐ Official transcripts in a signed and sealed envelopes for all undergraduate programs/degrees, accredited (per ABGC or ABMG) master's or PhD genetic counselor programs/degrees and any other post-secondary programs/degrees. **Transcripts must be complete and indicate the degree and date conferred in mm/dd/yyyy format.**
- ☐ Verification of licensure status, in signed sealed envelopes, from any state or jurisdiction in which you now or have previously held **any** professional license. Verifications may be sent directly to the Board by the state or other jurisdictions.
- ☐ If you hold or have ever held a professional licence, you must request and submit a National Practitioner Data Bank-Healthcare Integrity and Protection Data Bank Self Query. To request a Self Query, please contact the National Practitioner Data Bank at 1-800-767-6732 or at www.npdb-hipdb.com. Include the original report with this application; make a copy for your records.
 - **NOTE:** If you do **NOT** hold and have never held a professional licenses in any other state, you do not need to submit a National Practitioner Data Bank self-query.

- ☐ Name of supervisor with contact information and signature.
- ☐ Application must be submitted on single-sided paper.

IMPORTANT INFORMATION:

In order to apply for a license, you must submit verification from ABGC or ABMG that you are registered to take the next certification examination. This must be in hard copy format; email verifications are not acceptable. In the event that you fail the certification examination you must submit hard copy verification from ABGC or ABMG stating that you continue to maintain active candidate status or have registered to retake the examination on the next available administration. Your provisional license shall remain valid until the results of the re-examination are published.

If you fail to pass a second time, you must cease practicing immediately.

Pursuant to Board regulation at 270 CMR 3.07 (1), a genetic counselor applicant/ licensee must notify the Board in writing of any of the following events within 30 days of their occurrence, including but not limited to any change of address, any name change, and change in the identity or address of the supervisor of the applicant/licensee.

Pursuant to 270 CMR 3.02 (3), an application is no longer valid if requirements for genetic counselor licensure are not met within one (1) year from the date of Board receipt of this application. All fees are non-refundable and non-transferable.

The address printed on your license is a **PUBLIC RECORD** that is available to the public . Address changes may be done on online at the board's website www.mass.gov/dph/boards or you may obtain a form online to submit to the Board's office. Please be advised that address changes can take 4-6 weeks to be processed.

The address of record is where the Board mails your license and any correspondence.

Retain a copy of all information and the completed application for licensure for your records. Employers may require that you provide them with a copy.

Answers to many questions may be found on the Board's website. Statutes and regulations governing genetic counselor licensure may be found on the website; they are also available for purchase from the State House Bookstore, Massachusetts State House, Room 116, Boston, MA 02108, 617-727-2834.

For further information, please contact the Board office at 1-800-414-0168.